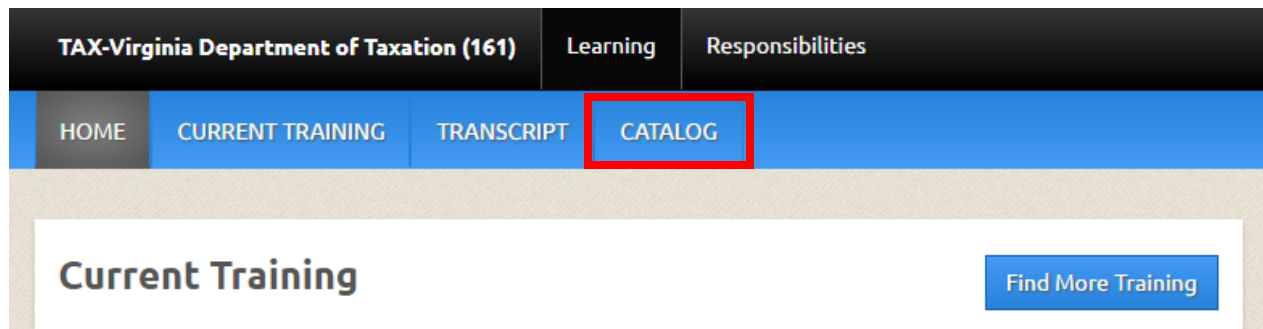# Access a Course in the VLC

Within the Virginia Learning Center (previously called LMS or KC) is a training catalog, which allows you to quickly locate a specific course and launch it. To locate a course:

Step 1. Open the TAX VLC Login Page (https://covlc.virginia.gov).

Step 2. From your home screen click on **Catalog** on the blue tool bar.

Step 3. In the "Search for" box type in the course title, course ID number, a keyword, or several keywords. Click **Search**.
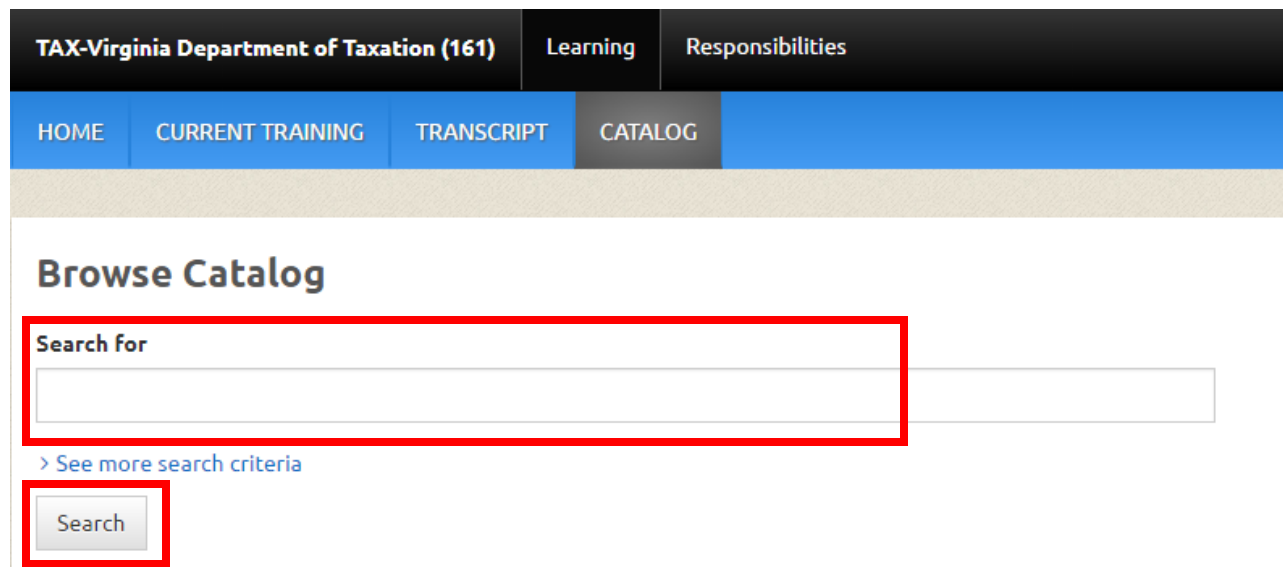
Step 4. All courses containing the keyword(s) you entered (in their title or description) will be displayed. Click the course title for the lesson you would like to take.

Search Results

ℹ️ You searched for 'Safeguarding tax information'

507 Items

TAX (CD1401) Safeguarding Tax Information

TAX (CD1401) Safeguarding Tax Information

Content Type: **SCORM 1.2** ☑ **Checked in**

Step 5. Click the blue **Open Item** button to begin the course.

TAX (CD1401) Safeguarding Tax Information

Online $0.00

Open Item

NOTE: If you have already started the course you will see a **Resume** button. Once you are enrolled in the course you will see it on your Training Home page and can resume from there as well (as shown in the image on the following page).

TAX (CD1401) Safeguarding Tax Information

Online $0.00

ℹ️ You first accessed this item on 10/25/2016. **View Details**

Resume

Step 6. After clicking the Open Item/Resume button your course will open in a new window. Click the course section to start. To the right the black buttons show/hide the course menu ⊟ and exit the course ⊗.
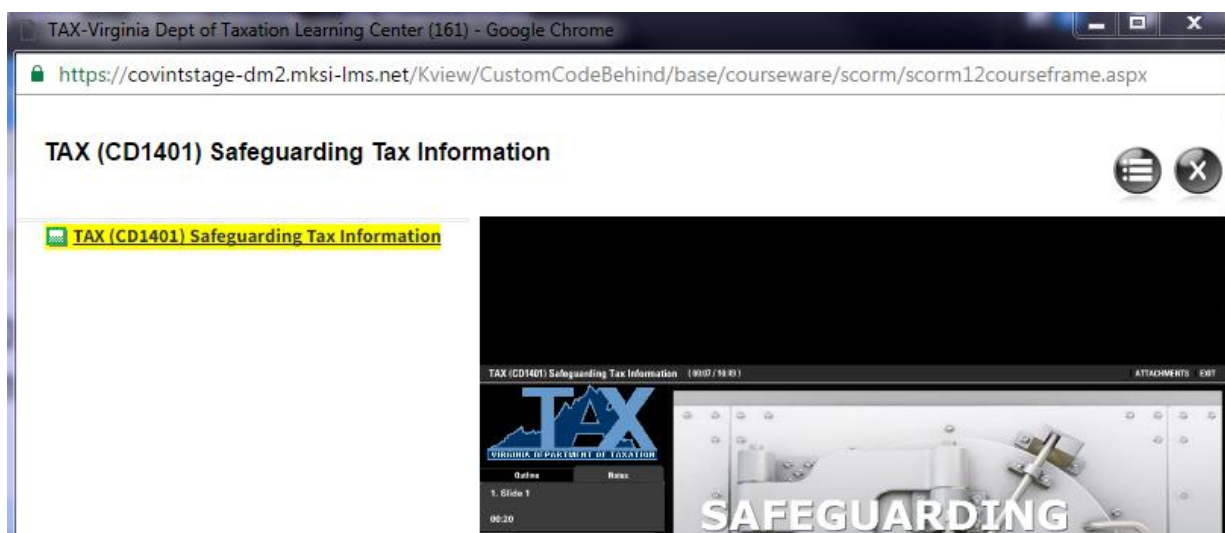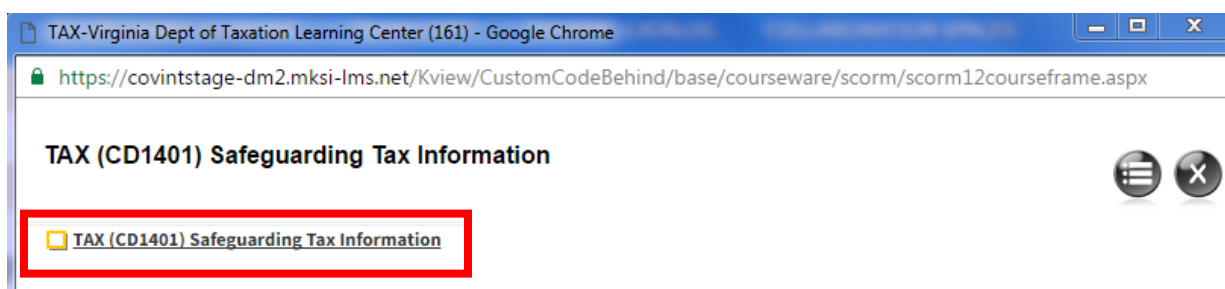
Step 7. Once you complete all sections of the course (and quiz, if applicable), close the window with the course's exit button. The course information window will show the date and time of completion. You can also view your certificate, open a New Attempt or your current one.

TAX - (CD1401) Safeguarding Tax Information

Online $0.00

> ✓ You completed this item on 4/12/2016.

Open Current Attempt   Open New Attempt   View Certificate

Please contact the VLC Administrator at vlcadmin@tax.virginia.gov if you need assistance or have questions about the Virginia Learning Center.